

Director's Instruction

Number 05-006

Title: Time & Effort and Travel Approval Authorities

Summary:

This instruction changes the procedure for the approval of time and effort (T&E) and domestic travel (approvals needed both before and after travel occurs). To be reimbursed for travel expenses or to process T&E, both must be approved electronically by a group-level manager or above; this authority may be delegated. This instruction also defines responsibilities for employees to report attendance and submit travel expenses and managers to approve. This instruction modifies AM 324, Time and Effort Reports, and the LANL Domestic Travel Regulations.

Applicability:

This instruction applies to all managers who are responsible for approving T&E and domestic travel. This instruction modifies the following LANL documents:

- AM 324, Time and Effort Reports, specifically section .12, [Certification of Attendance – Approval of Time and Effort Reports](#).
- LANL Domestic Travel Regulations, specifically Section II, [Approval Process, Requesting Approval](#).

This instruction provides additional information regarding the approval process that was not specifically addressed in my memorandum to Master Management, “[Acting Assistant Group Leader Positions](#),” MM1825 ADS1996, February 6, 2004.

This instruction goes into effect close of business Monday, March 28, 2005.

Justification:

The purpose of this instruction is to improve our internal controls for approving T&E and reimbursing travel costs, and assure the appropriate level of accountability.

Instruction:

1. Approval. Starting with the effective date of this instruction, all T&E and domestic travel expenses must be approved electronically by a group-level manager or above. (See [Governance, Policies and Procedures Manual](#), for the definition of “manager.”)

2. Delegation of Authority. Managers may make a standing delegation of authority for electronic approval of T&E or domestic travel to a University of California (UC) “regular” employee who is an SSM-3 or higher, or a TSM. Managers may not delegate these authorities to non-UC workers or employees in other job series, such as a group or division office administrator in the OS or AS series. On the effective date of this instruction, the LANL Electronic Authorization System (EAS) will allow managers to delegate these authorities only to qualified employees. After close-of-business on the effective date of this instruction, the EAS will delete any authorities to approve

T&E or domestic travel delegated to workers who do not qualify under this instruction. Every employee whose T&E or travel authorities have been deleted will receive e-mail notification. Managers must assign new authorities to qualified employees by the effective date of this memo so that beginning on March 29, 2005 these individuals will be able to approve T&E and travel.

3. Records. Organizations are no longer required to keep hard-copy documentation of T&E approvals or approved travel expense worksheets.

4. Worker Responsibilities.

- A worker must report T&E and submit it for approval in accordance with AM 324.
- In order to be reimbursed for domestic travel expenses, a worker must complete a travel expense worksheet and submit it for approval in accordance with the Domestic Travel Regulations. Expense worksheets must be signed by the traveler and submitted with original receipts.

5. Manager Responsibilities.

- Managers, or their delegee if any, must timely review T&E submitted for approval. The manager, or their delegee, must ensure that time codes are used in compliance with LANL policy and hours are correctly charged to appropriate time codes.
- Managers, or their delegee if any, must timely review domestic travel expenses. The manager, or their delegee, must ensure that travel costs and amounts claimed are allowable under LANL policy.
- Managers, or their delegee if any, must timely approve allowable T&E and travel claims using the appropriate electronic system. After the effective date of this instruction, hard-copy approvals will not be accepted.

Contact:

Payroll Office, 667-4594, payroll@lanl.gov, for questions about T&E

Travel Office, 667-4314, travel@lanl.gov, for questions about domestic travel

Reviewed by the Policy Office Name M. Diana Webb	Signature Original Signature on File	Date March 9, 2005
Issued by the Director George P. Nanos	Signature Original Signature on File	Date March 9, 2005

This instruction will remain in effect until this information is included in the relevant implementing document or otherwise rescinded.